

**California Department of Education
Migrant, Indian and International Education Office**

**2004-2005 Migrant Education Program
Regional/Direct Funded Application and District Service Agreement
Guidelines and Procedures**

GUIDELINES

- California Department of Education, Migrant, Indian and International Education Office (CDE/MIIEO) staff will review and recommend the approval of the annual program application. The region will provide technical assistance to the district in accordance with the CDE/MIIEO procedures to identify and address the unique needs of migrant children and their families.
- The regional office as a subgrantee will review and submit the recommendation to CDE/MIIEO for further review and final approval of the district service agreement (DSA) and regional application (RA). The regional office DSA/RA review process will be in accordance with the below CDE/MIIEO procedures.
- The migrant region will maintain fiscal and programmatic records in accordance with state and federal requirements.

PROCEDURES

FORMS	PROCEDURES/ACTIVITIES	TIMELINES
1. Year 3 regional/direct funded application and review form 2. Year 3 district service agreement application and review form 3. Year 3 district service agreement form B (for districts with less than 100 students)	CDE/MIIEO will provide a training to region and district staff to complete the required program application/ documents	February
4. 2004-2005 review forms	Districts are to submit the DSA application to the region. The regions are required to use the 2004-2005 CDE/MIIEO review form to ensure the completion of the required documents and sign by the reviewer (Regional Director or his/her designee). All documents must be completed prior to submitting the DSA/RA for CDE/MIIEO final approval. CDE/MIIEO staff will provide technical assistance to regions upon request.	March-May
2004-2005 review forms		March-May

	CDE/MIIEO staff will be reviewing and calibrating with the regional directors/staff on the use of the application review form	
5. Regional/Direct Funded/DSA	Mail or deliver a hard copy to: CDE/MIIEO 1430 N Street, Suite 6408 Sacramento, CA 95814 Regional Application (original with signatures and two copies) If e-mailing completed forms, a hard copy of the original signature page must be submitted. E-mail a copy to: Maricela Ramirez at (maramire@cde.ca.gov) Program assurances do not need to be submitted but must be kept on file at the regional office	May 26, 2004
6. CDE/MIIEO process and review of program documents	CDE/MIIEO will review application documents and facilitate the process to secure readers	May 17-June 1, 2004
7. Readers Review	CDE/MIIEO will coordinate the readers review	June 7-16, 2004
8. Notification of Approval Letter	CDE/MIIEO will mail Notification of Approval Letter to Regions upon final approval of Program Application/ District Service Agreements	July 2004

GERNERAL INFORMATION

Service Agreement (Form B): Districts with 100 migrant students or less have the option to use form B.

CDE/MIIEO staff are available to provide assistance as needed (e.g., review and recommend changes in the regional application and district service agreements before submitting to CDE, etc.) If you need technical assistance on program questions, please contact Maricela C. Ramirez at maramire@cde.ca.gov or (916) 319-0392. For technical assistance on fiscal questions, please contact Chavella Delp at (209) 319-0609, Lorraine Itow (916) 445-1335, and Hazart Sanker (916) 319-0506.

Note: This is a proposed timeline that is subject to revision pending changes in the acquisition process and the accessibility of personnel.